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ABSTRACT

Researchers are constantly in need of statistical data to measure behavior, test theories, and quantify information. Since the U.S. Government produces a variety of data on all aspects of our society, a self-guided exercise to teach the use of two major government statistical sources, the "Monthly Catalog of U.S. Government Publications" and the "American Statistics Index," was developed at the Colorado State University Libraries. Information relating to the use of the sources as well as tasks to be performed by the student as part of the learning process are included in the materials. The complete training exercise to be distributed following a general orientation and tour is appended. (Author/STS)

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Access to U.S. Government Statistics through Course-Related Instruction

by

Joel S. Rutstein

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Access to U.S. Government Statistics Through Course-Related Instruction

by Joel S. Rutstein, Social Sciences Librarian
Fred Schmidt, Documents Librarian
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The proliferation and utilization of statistics in social science research is of major importance for academic librarians. Researchers are constantly in need of statistical data to measure behavior, test theories, and quantify information. Librarians who are involved with such resources are witnessing the growth of data banks, attainment through information retrieval systems, and control of access through manual tools such as the American Statistics Index (ASI). Not only should librarians be familiar with such resources, but their patrons require notification of availability.

To a student, the term "statistics" conjures vagaries that defy how best to apply, let alone find the data. Instructors generally fail to prepare students for a statistics search, since they are primarily interested in the data per se, not the accessibility. At Colorado State University Libraries the authors have developed an orientation approach which appears to resolve part of this dilemma. The instructional mode or vehicle is a self-guided exercise designed to enable a student to become proficient in employing U.S. Government statistical sources. Why U.S. Government statistics, and not statistics in general? Principally because Federal statistical-gathering agencies produce such a wide variety and amount of data on all aspects of our society, that a researcher is heavily dependent on official sources. Students are usually surprised to discover when compiling data on, say, furniture sales within a local geographical region, that the information emanated from a Federal agency. Control and availability has also been facilitated with the advent of commercial publishers in the field of U.S. Government documents.

Organization and Availability of Statistical Data.

Accessibility to the vast quantity of governmental data is primarily through the Monthly Catalog of U.S. Government Publications, and through the American Statistics Index. The Monthly Catalog, which is issued by the U.S. Superintendent of Documents, is available to the public in most academic libraries. It is designed to be a comprehensive index to all unclassified (i.e., not classified for reasons of security) Federal publications. Completeness is not achieved because many Federal agencies fail to refer their publications to the Superintendent of Documents for indexing and inclusion in the Monthly Catalog.

The Monthly Catalog lists major statistical reports dispatched by Federal agencies, indicating if the publications are sent to depository libraries, and presenting complete bibliographical information for each item, including the Superintendent of Documents classification number. Each issue of the Monthly Catalog contains an author, title, and subject index, cumulated annually. (NOTE: The format of the Monthly Catalog was changed considerably, beginning with the July 1976 issue. For the purposes of the orientation program, the format used in prior issues was utilized).

The indispensable companion to the Monthly Catalog, and the one that must be utilized to extract Federal statistical data, is the American Statistics Index (ASI), published by Congressional Information Service, a private commercial firm. The ASI attempts to include nearly all unclassified publications of the U.S. Government containing statistical data of probable research significance. Scientific and experimental observations, technical studies, and memoranda stemming from specific scientific and technical R & D projects are not included, as this type of data may be culled from other sources.

The ASI is issued monthly in separate index and abstract sections. The index section lists materials by subject, name, category, title, and agency report numbers. Each

index reference is keyed to an abstract of the publication in the abstract section. This latter section comprises summaries of a publication's contents, discloses complete bibliographical information, and indicates appropriate tables of statistics to be located in the report.

Developing and Applying the Test Model.

In devising this exercise, past experience was drawn upon. Three years ago, the authors developed an exercise on the Census of Population for social work classes. Demographic data is obviously a vital element in social work study, and encouragement for this learning device was not lacking from social work faculty. The Monthly Catalog at that time remained the primary instrument for retrieving census data, and was deficient for the task. Those who have worked extensively with census reports would understand. The titles of census reports often give little indication of the contents; for example, "Detailed Characteristics of the Population." How does this differ from another major report "General Social and Economic Characteristics"? Albeit by subject, the Monthly Catalog simply referred the inquirer to the report, not the tables.

The test was incorporated into a general orientation on U.S. Government documents in general, federal statistical-gathering agencies, and how the census of population was issued. Included was a tour of the Documents Wing of the library, where the students would be working. After the presentation and tour, the tests were passed out, explained, and instructions given to complete the assignment within two weeks. At all times the authors stressed their readiness to assist students who were confused. After all, participation in whatever cognitive processes may occur was a fundamental objective. The results were favorable, but two major criticisms surfaced.

For one, as implied above, once the student found his report containing the relevant

data, he experienced difficulty finding the necessary tables to answer the problem. The other criticism concerned physical obtainability. The authors prepared only three variant tests, which meant there were always a number of students occupied with the same test. Invariably, with so many users concentrating on so few materials, the reports required to be searched ended up missing, mislaid, or misshelved.

When the new test was designed, emphasizing the ASI, the authors tried to resolve these problems. First, the Monthly Catalog was withdrawn from the statistical element, and a new role involving a general documents search was created for it (agency reports, hearings, etc.). The ASI focused on statistics. Since the ASI actually listed specific tables, the students had no problem tracing the proper information. As an added boon, because the ASI covered all statistics, not solely census data, the scope of the exercise was broadened. Instead of purely demographic information, the tests ran the gamut from salaries of black professionals to the number of dishwashing machines in various Washington D.C. restaurants! The number of individual exercises was expanded from three to sixteen, which significantly reduced the physical access question.

Conclusion.

This exercise reflects the authors' philosophy that the only way to be certain a patron thoroughly understands a sophisticated reference tool is to force him to actually use it, and not merely point out its existence. "Show and tell" orientations have their place in the pantheon of bibliographical instruction, but the librarian must decide if further instruction is necessary. In cases where information resources involve a complicated methodology, as with the ASI, this is an appropriate activity.

It is essential that librarians be actively involved in the learning process. When they compete for faculty status, the term "keeper of the books" and its implications of passivity is not enough. Classroom instructors are interested in librarians' services, and they have the capability and the opportunities, in these days of exploding information technology, to play their part. Exercises such as the one explained in this article are but one technique for expanding the intellectual framework.

USING U.S. GOVERNMENT STATISTICS: A LIBRARY EXERCISE

By Joel S. Rutstein, Social Sciences Librarian

and

Fred Schmidt, Documents Librarian

This exercise has three objectives: 1) to introduce you to the basic procedures for conducting a U.S. Government documents literature search, 2) to show you how Federal documents are arranged at C.S.U. Libraries, and 3), most important, to enable you to become proficient in the use of government statistics, through a mastery of the American Statistics Index.

The exercise is arranged in five parts. Part I (multiple choice) tests you briefly on the arrangement of U.S. documents in the C.S.U. Libraries. Part II (matching) is an exercise on using the Monthly Catalog of U.S. Government Publications. Part III involves an actual literature search utilizing the Monthly Catalog. Part IV is non-evaluative, explaining search techniques for the American Statistics Index. Part V is an actual statistics search with the ASI.

Before you begin the exercise, it is essential that you read the Guide to the Libraries, no. 4. It will also be useful if you take advantage of the A-V instructional machines explaining how to use Federal documents in the C.S.U. Libraries. These machines are located near the General Reference Desk, and next to the Documents Office on the second floor.

PART I. multiple choice. (Please circle the appropriate letter)

1. U.S. Government documents in the C.S.U. Libraries are:
 - A. Cataloged with Library of Congress call numbers and shelved in the main collection like other books and periodicals.
 - B. Cataloged with Library of Congress call numbers and shelved in a separate section by themselves.
 - C. Assigned their own special call numbers and shelved in the main collection like other books and periodicals.
 - D. Assigned their own special call numbers and shelved in a separate section by themselves.
2. When you begin your search for U.S. Government documents, the best source to consult is:
 - A. The Card Catalog
 - B. The Monthly Catalog of U.S. Government Publications
 - C. The Documents Shelflist
 - D. The Loan Desk.
3. Which of the following types of call numbers is used for Federal Documents?

A. C34 16 L57 DOC	B. BF3150 E2	C. 347.59 M577	D. None of these
----------------------------	-----------------	-------------------	------------------

4. U.S. Government documents in the C.S.U. Libraries are located:

- A. On the Third Floor, Upper Level.
- B. In the Basement, Far North Wing.
- C. On the Second Floor, Far North Wing.
- D. Interfiled in the main collection.

PART II. Matching

This is a reproduction of a page from one of the indexes to the Monthly Catalog of U.S. Government Publications. Match the appropriate numbers with the letters.

- C _____ Poon, Calvin P. C., anaerobic-aerobic treatment of textile wastes with activated carbon, 28825
Pope, Robert B., photo plot bias, 28961
Population:
census, 1970—
census tracts, 28131
characteristics of population, bound volume, 28112-119
detailed population characteristics, 28120-121
United States summary, 28120
evaluation and research program, 28132
Negro population, 28122
procedural history, 28133-134
subject reports, 28122-124
data access descriptions, 28191
supplementary reports, 28125-130
B _____ characteristics of population by ethnic origin, 28172
A _____ comparison of total population figures from censuses taken around 1970 with populations estimates for selected countries, 28194
current population reports—
consumer income, series, 28185-190
Federal-State cooperative program for population estimates, 28175-188
population characteristics, series, 28172-174
economic aspects of population change, 28448
farm population of United States, 28171
farm, series Census ERS, 28171
income of farm-related population, 1970, census of population, 28124
low-income population, 1972, characteristics, 28180
population sciences, Federal population research, inventory, 28356
prediction approach to finite population sampling theory, application to hospital discharge survey, 28329
rise (remarks), 28241
see also names of States, etc.
Population Growth and the American Future, Commission on, research reports, 28448
Porphyries, simulated in situ leaching of copper from porphyry ore, 28242
Portage Open Bay, food plain information, Portageville, Mo., 28721
Portage, Mo., floods, how to avoid damage, 28746
Portland, Oreg., log export restriction, hearing, 28320
Porto Rico, see Puerto Rico.

A _____
B _____
C _____

1. Entry number used to locate item in catalog section of Monthly Catalog
2. Main subject heading
3. Title of entry

PART II (Continued)

Catalog section of the Monthly Catalog of U.S. Government Publications

- F _____ Current population reports: Series P-20, Population characteristics _____ G
- * Paper, \$30.50 (including Series P-20, P-23, P-25, P-26, P-27, P-28 summaries, P-60, and P-65 for one year), \$7.75 additional for foreign mailing; single copy, prices vary. • Item 142-C C 56.218: P-20/(nos.) _____ C
- B _____ 28172 249. Characteristics of population by ethnic origin, Mar. 1972 and 1971. Apr. 1973. cover title, 17+34 p. 4* [Issued with perforations.] • Paper, 25c. _____ A
- 28173 250. Persons of Spanish origin in United States, Mar. 1972 and 1971. Apr. 1973. cover title, 11+34 p. 4* [Issued with perforations.] • Paper, 25c. _____ A
- 28174 251. Households and families, by type, Mar. 1973 (advance data from Mar. 1973 current population survey). June 1973. 4 p. 4* [Issued with perforations.] • Paper, 25c. _____ A
- D _____ Current population reports: Series P-26, Federal-State cooperative program for population estimates. _____ E
- * Paper, \$30.50 (including Series P-20, P-23, P-25, P-26, P-27, P-28 summaries, P-60, and P-65 for one year), \$7.75 additional for foreign mailing; single copy, prices vary. • Item 142-C C 56.218: P-26/(nos.)
- 28175 25. Estimates of population of Nebraska counties July 1, 1971 and July 1, 1972. May 1973. 4 p. 4* • Paper, 25c.
- 28176 26. Estimates of population of Wisconsin counties July 1, 1971 and July 1, 1972. May 1973. 4 p. 4* • Paper, 25c.
- 28177 27. Estimates of population of Illinois counties July 1, 1971 and July 1, 1972. May 1973. 4 p. 4* • Paper, 25c.
- 28178 28. Estimates of population of Maine counties July 1, 1971 and July 1, 1972. May 1973. 3 p. 4* • Paper, 25c.
- 28179 30. Estimates of population of West Virginia counties, July 1, 1971 and July 1, 1972. May 1973. 3 p. 4* • Paper, 25c.
- 28180 33. Estimates of population of Arkansas counties, July 1, 1971 and July 1, 1972. June 1973. 4 p. 4* • Paper, 25c.
- 28181 34. Estimates of population of South Carolina counties July 1, 1971 and July 1, 1972. June 1973. 4 p. 4* • Paper, 25c.
- 28182 35. Estimates of population of Kentucky counties, July 1, 1971 and July 1, 1972. June 1973. 5 p. 4* • Paper, 25c.
- 28183 36. Estimates of population of Virginia counties July 1, 1971 and July 1, 1972. June 1973. 5 p. 4* • Paper, 25c.
- 28184 37. Estimates of population of Georgia counties, July 1, 1971 and July 1, 1972. June 1973. 5 p. 4* • Paper, 25c.
- 28185 38. Estimates of population of Minnesota counties, July 1, 1971 and July 1, 1972. June 1973. 4 p. 4* • Paper, 25c.
- 28186 39. Estimates of population of Pennsylvania counties, July 1, 1971. June 1973. 4 p. 4* • Paper, 25c.
- 28187 40. Estimates of population of Ohio counties, July 1, 1971. June 1973. 4 p. 4* • Paper, 25c.
- 28188 41. Estimates of population of California counties July 1, 1971. June 1973. 4 p. 4* • Paper, 25c.

*For Sale by National Technical Information Service,
Springfield, VA 22151

•Sent to Depository Libraries

Page 13

A _____
B _____
C _____
D _____
E _____
F _____
G _____

1. Catalog entry number
2. Individual report number
3. Sub-series title
4. Supt. of Documents call number
5. Series number designation
6. Individual report title
7. Series title

Pt. III, Monthly Catalog Literature Searching

You are interested in the response of the City of Denver to the Model Cities Program. Go to the index of the Monthly Catalog for 1973 and look up the subject, "Redevelopment (urban planning)." What report under this subject is most appropriate to your needs? (1) _____

_____. What is the entry number? (2) _____.

Now turn to the catalog section of the Monthly Catalog to find the full bibliographic citation. What is the title of the report? (3) _____

_____. What is the name of the agency under which the report was issued?

(4) _____. What office and division of the agency prepared the report? (5) _____

_____. When was the report published? (6) _____.

What is the call number? (7) _____.

Find the report in the Documents wing. What percentage of Denver's two model neighborhoods is composed of Spanish-surnamed residents? (8) _____; _____.

Did Denver conduct an evaluation of its program during the first action year? (See p.68). (9) _____.

Sample ASI Search

"How many children of unemployed parents are on welfare in California?"

Step 1

Check the ASI Index volume

Start with a "subject" approach, where extensive cross-references will lead to the proper index reference from almost any likely point of entry.

Index by Subjects and Names

Child welfare
 Chartbook on children, 1970 compilation, 10718-1
 "Children's Allowances: Their Size and Structure in Five Countries", 4742-1.110
 Food assistance, USDA child nutrition and family food assistance programs, annual rpt, 1364-1
 Food assistance, USDA child nutrition programs participation, monthly rpt, 1362-2
 Juvenile court dependency and neglect cases, 1971 annual rpt, 4824-18
 OASDHI benefits in current-payment status, by type of child beneficiary, 1940-69, 4744-3.9
 OASDHI, 1970, annual rpt, 4824-14
 Public welfare personnel, statistical data, by State, FY70, annual rpt, 4824-11
 Social security 1972 proposed amendments, effects on public assistance programs, 15368-3
 Social services for families and children, by State, Dec 1969, 4828-2
 State agency child welfare employees educational attainment, by State, June 1969, 4824-12.3
 Widows with children, benefits and characteristics under OASDHI, 1962, 4746-4.16
see also Aid to Families with Dependent Children
see also Child day care

see also Water supply
Public welfare programs
 AFDC recipients' attitudes toward and expectations about welfare and welfare programs, 1970-71 study, 4808-5
 Aged and chronically ill, cost of care in annual conf papers, 1971, 4824-1
see also Aid to Blind
see also Aid to Families with Dependent Children

see also Airframe industry
AFDC
see Aid to Families with Dependent Children
 Afghanistan

see also Adoption
see Developing countries
Aid to Families with Dependent Children
 Applications, cases approved, and cases discontinued, by State, quarterly rpt, 4822-2
 15368-3
 Recipients and amounts of money payments, by State, Feb 1972, annual rpt, 4824-5
 Recipients and payments, total and unemployed parent segment, by State, monthly rpt, 4822-1.2
 Recipients, characteristics and financial circumstances, 1971 survey, 4826-1
 Recipients, consequences of State program

An alternate approach is through the "Index by Categories". Since you are looking for information about a particular State, you can find it under "By State".

Index by Categories BY STATE

Public Welfare and Social Security
 Adoptions in 1970, by State, annual rpt, 4824-15
 AFDC families and recipients, Feb 1970 and Feb 1971, annual rpt, 11784-2.1
 AFDC, 1970, annual rpt, 4824-15
 by State, Feb 1972, annual rpt, 4824-5
 Recipients and payments, total and unemployed parent segment, by State, monthly rpt, 4822-1.2
 Recipients, characteristics and financial circumstances, 1971 survey, 4826-1
 Recipients, consequences of State program

Step 2

Go from the index to the data description in the appropriate Abstracts volume

The ASI accession number in the index will lead you to a publication entry that fully describes the document and pinpoints the tables containing the statistics you need.

Step 3

Retrieve the publication

If you have access to an ASI MICROFICHE LIBRARY collection, the ASI accession number will lead you directly to the correct microfiche. Or, to refer to the document in hard copy form . . . the ASI description contains the bibliographic information you need to locate the publication in a library or to order it from the publishing agency.

4822 (SRS)
NATIONAL CENTER FOR SOCIAL STATISTICS
Current Periodicals

4822-1 PUBLIC ASSISTANCE STATISTICS
 Monthly. Approx. 15 p.
 SRS 73-03100.
 NCSS Rpt. A-2. SRS†
 HE17.610:(date).
 18829(73).

Monthly report on public assistance recipients and payments, compiled from Federal, State, and local sources. Data are shown, by State, for programs for the aged, blind, disabled, families with

TABLES:
 [State listing includes D.C., Guam, Puerto Rico, and the Virgin Islands.]

4822-1.1: Trends in Assistance
 [Tables are broken down by program categories in the U.S., by month [current and 12 preceding months].]

4822-1.2: Current Assistance by Program
 [Data are for current month, and percentage changes in recipients and payments from preceding month, and from current month of previous year. Selected cities are Baltimore, Boston, Buffalo, Chicago, Cincinnati, Cleveland, Detroit, New Orleans, Rochester, St. Louis, San Francisco, New York, Los Angeles, Milwaukee, Minneapolis, Philadelphia, Pittsburgh.]

4. Old-age assistance: recipients of money payments and amount of payments, by State.
 5. Aid to the blind: recipients of money payments and amount of payments, by State.
 6. Aid to the permanently and totally disabled: recipients of money payments and amount of payments, by State.
 7. AFDC: recipients of money payments and amount of payments, by State.
 8. AFDC, unemployed-parent segment: recipients of money payments and amount of payments, by State.
 9. General assistance: recipients of money payments and amount of payments, by State.

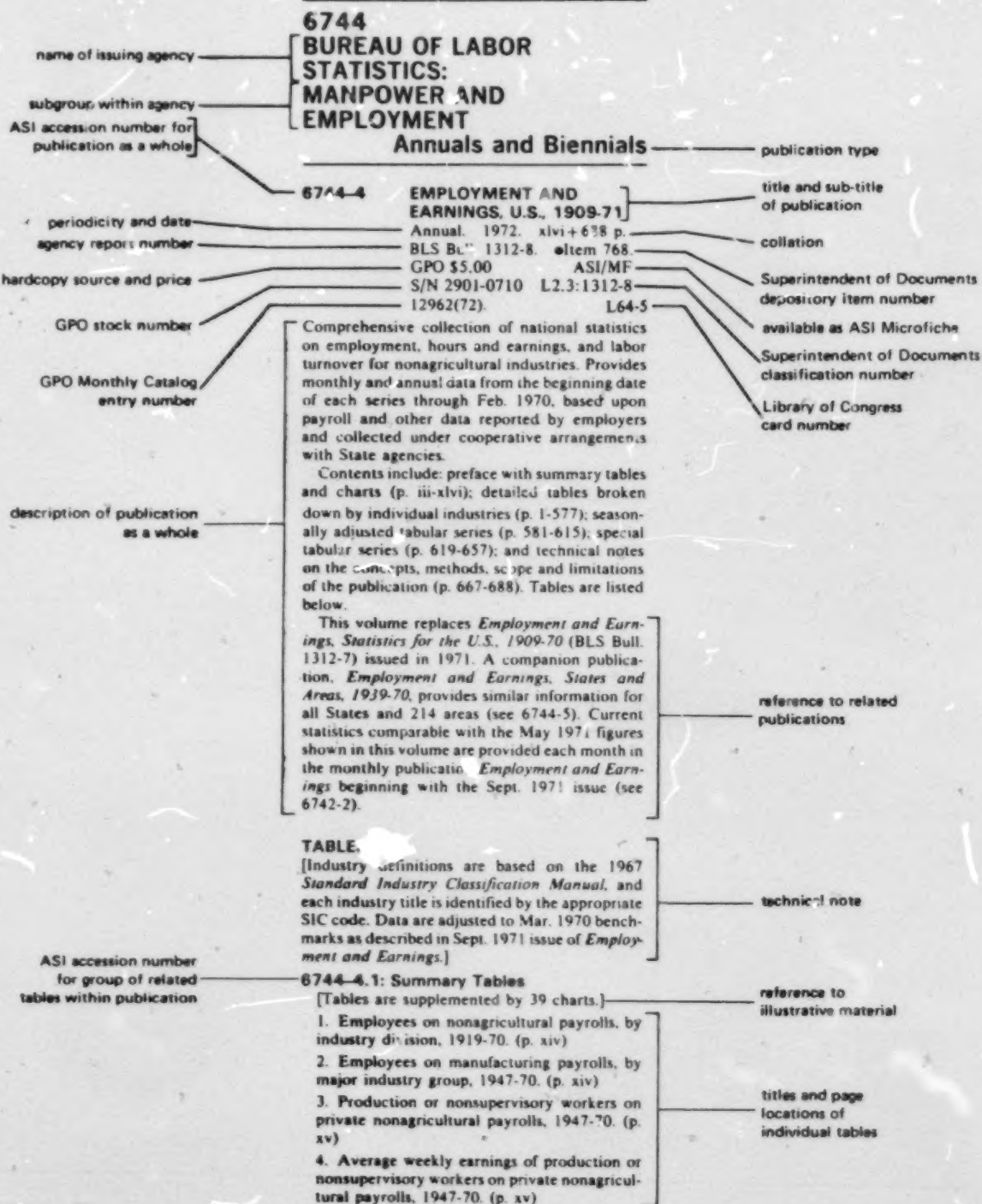


Table 8.--Aid to families with dependent children, unemployed, by State, April 1973

[Excludes vendor payments for medical services]

State	Number of families	Number of recipients		Pay
		Total 2/	Children	Total amount
Total....	122,227	568,226	342,317	\$32,793,772
Calif.....	44,102	196,335	121,186	10,938,940
Colo.....	1,677	7,813	4,484	406,488
Del.....	97	466	277	16,408
D. C.....	2,264	8,917	6,347	425,672
Hawaii.....	1,150	5,095	2,951	390,381
Ill.....	17,035	85,224	51,677	5,044,235
Kans.....	416	1,975	1,147	106,533
Maine.....	14	73	49	2,861
Md.....	916	4,252	2,464	199,387
Mass. 4/.....	2,443	12,067	7,527	624,813
Mich.....	12,164	59,290	35,237	4,020,682
Minn.....	1,734	8,049	4,648	598,492
Nebr.....	51	318	216	11,457
N. Y.....	7,459	35,966	21,442	5/ 2,573,626
Ohio.....	11,254	53,468	31,435	2,292,380
Okl.....	217	1,140	730	42,772
Oreg.....	3,304	14,736	8,443	746,584
Pa.....	5,124	14,223	7,984	849,925
R. I.....	520	2,496	1,488	128,690
Utah 6/.....	1,812	8,784	5,284	448,509
Vt.....	826	3,821	2,185	231,419
Wash.....	5,557	23,657	12,796	1,518,490
W. Va.....	1,567	7,639	4,877	314,532

Sample Abstract — Individual Publication



Sample Abstract — Periodical Publication

ASI accession number
for periodical as a whole

4742-1

SOCIAL SECURITY BULLETIN

title of periodical

Monthly. Approx. 70 p.
SSA 73-11700. Item 523.
GPO \$1.00 per year, \$1.75
additional foreign mailing; single
copy, \$0.65.
HE3.3:(v.noa.&noa.)
19911(73). 40-29327(rev.)

description of
periodical as a whole

Monthly journal providing information and statistics on current social security developments and programs, and historical data from 1940 or year of initiation of program.

Contents: feature articles which vary from month to month; and the following regular monthly depts:

- a. Social security in review, including program operations.
- b. Notes and brief reports, including social security abroad.
- c. Recent publications.
- d. Current operating statistics, 32 tables, listed below.
- e. Quarterly statistics, 19 tables appearing in Mar., June, Sept., and Dec. issues, listed below.

common features of all
issues of periodical

More detailed breakdowns of benefits and beneficiaries and for statistics on additional information are presented in *Social Security Bulletin, Annual Statistical Supplement, 1969* (see 4744-3).

references to related
publications

TABLES:

[Data cover 1940-72 unless otherwise stated. Data are shown for 5-year intervals from 1940-60, yearly from 1960-70, and monthly for 13 months ending 4 months prior to publication month.

Tables M-19 through M-32 are numbered M-18 through M-31 in Jan. through July issues.]

4742-1.1: Summary Data

M-1. Public income-maintenance programs: cash benefit payments.

M-2. Public income maintenance programs: hospital and medical care payments.

titles of tables appearing
regularly

individual issue
date

JULY 1973

ASI accession number
for article within
individual issue

4742-1.213: Late Entitlement to Retirement Benefits: Findings From the Survey of New Beneficiaries

title and authors of
article within individual
issue

By Leonard Rubin (p. 3-20). Report surveys new beneficiaries in order to provide information as to why people claim retired worker benefits at a particular time. Late claimants are compared with all newly entitled retired work-

description of article

Sample Abstract — Publications in Series

ASI accession number
for series as a whole

2535-1

**1970 CENSUS OF
POPULATION.
SUPPLEMENTARY
REPORTS, SERIES PC(S1)**

Item 154.

GPO or Commerce Dept Field
Offices; for individual
bibliographic data, see below.
C3.223/12:970/(nos.)

title of series

description of
series as a whole

Open series of reports presenting miscellaneous types of population data from the 1970 population census, such as special compilations which cannot be accommodated in the regular final reports, and selected tables from large reports, reprinted separately to permit distribution of the particular figures in an inexpensive format. Most reports are reprinted or compiled from U.S. or State reports in the four chapters of Vol. 1, series PC(1) (see 2531-1)

Each report, unless otherwise indicated, contains a table or tables, plus introductory narrative summarizing the data, defining subject or geographic area terms, and noting source of and/or documents related to the printed data.

common features of
all reports in series

ASI accession number
for individual report
in series

PUBLISHED IN 1971

2535-1.1: Distribution of the Negro Population, by County

[PC(S1)-1. June 1971. 8 p. S/N 0301-2282. \$0.20.]

Contents:

- a. 2 maps showing number and percent of Negroes in each U.S. county.
- b. 2 tables, by region, division, and State showing for 1970: number of counties with 50,000 or 100,000 or more Negroes; and number of counties with 50% or more Negroes.

title of individual report

available bibliographic
data for individual
report

description of
report contents

2535-1.2: Negro Population in Selected Places and Selected Counties

[PC(S1)-2. June 1971. 17 p. \$0.20.]

Contents: 7 tables showing total and Negro population numbers and percent changes from 1950 or 1960 for:

- a. Cities with 50,000 or more Negroes, 1950, 1960, and 1970, including 1960-70 net migration. (p. 5-6)
- b. 50 places with highest percentage of

Pt. V, ASI Literature Search

You are involved in a grant from the Air Force studying the readjustment of veterans to civilian life. For this project, it is necessary to have data showing how veterans utilize their military experience with non-military employment. Go to the ASI Retrospective index and look up the subject "Veterans employment." What item under this subject is appropriate for your needs?

(1) _____.

What is the ASI accession number? (2) _____.

Now turn to the ASI Retrospective edition to find your abstract.

What is the name of the agency under which your publication is issued? (3) _____.

What is the title of the series that includes your report? (4) _____.

What is the title of your individual report? (5) _____.

When was the report issued? (6) _____. What is the report's call number? (7) _____.

Find your report in the Documents wing and look up the table that shows Air Force experience and training as qualifying factors for civilian employment. What percentage of officers felt that their military experience was a hindrance as a qualification for the scientific-engineering fields? (8) _____.

What percentage of enlisted men believe their military experience helped a great deal in obtaining work in the crafts-technical fields? (9) _____.